

LEMOORE UNION SCHOOL DISTRICT
Personnel Division

CHILD NUTRITION COOK II
Job Description

JOB SUMMARY:

Under general direction, to plan, organize, and direct the school Child Nutrition program in the day to day operation of a cafeteria; to prepare and cook meals for students and teachers; to train personnel; and do other related work as required.

REQUIRED QUALIFICATIONS:

Ability to:

- Prepare food to meet needs of both students and required guidelines;
- Understand meal requirements for a reimbursable meal;
- Requisition proper amount of food;
- Supervise the work of others;
- Maintain cooperative relationships with fellow employees and get along well with the students;
- Operate the equipment found in school cafeteria;
- Keep records;
- Operate computers and computer software to accomplish daily task;
- Operate a computerized cash register point of sale system;
- Understand and carry out oral and written directions;
- Problem solve and display good judgment;
- Independently perform assigned responsibilities without close supervision;
- Read, write, speak, and understand English well;
- Perform simple mathematical calculations with speed and accuracy;
- Count money and make change with speed and accuracy;
- Conform to all schedules and timelines;
- Be flexible and open to a change in work patterns and schedules;
- Represent and support the district or school in conversation with the public.

Knowledge of:

- Methods of preparing, cooking, baking, and serving food in large quantities;
- Understand the meal components of the National School Breakfast and Lunch Program;
- Menu planning and production records;
- Child Nutrition guidelines as recommended by the California Department of Education;
- Procedures involved in managing a cafeteria;
- Basic marketing techniques to increase meal participation;
- Principles of quantity food preparation and storage;
- Care and use of kitchen equipment and utensils;
- Comprehend district HACCP plan;
- Understands meal production sheets;
- Sanitation and safety procedures related to cafeteria, particularly food preparation, serving and storage.

Education:

- Equivalent to the completion of the twelfth grade.
- Obtain and maintain a Foodhandler Certification as required by the State of California. (Employees are allowed six (6) months to obtain this certification.)
- Successfully complete and pass child nutrition courses as specified by the Child Nutrition Supervisor.

Experience:

- Three years of experience in large quantity food preparation.

ESSENTIAL FUNCTIONS:

Duties to include but are not limited to the following:

- Communicate and report to the Child Nutrition Director;
- Participate in professional development and attend staff meetings with the expectation that information will be shared with the Cook I at your site.
- Plan and supervise food service operation at a site;
- Completes daily and monthly reports and sends them to the district office;
- Accurately handle all monies collected and make bank deposits;
- Review negative balance reports and communicate information with site clerk;
- Maintains food quality standard, including appearance and taste;
- Develop new recipes;
- Set up, operate, and enter data on computerized terminals for communicating information, point of sale and cashiering functions;
- Work from weekly menu prepared by the Food Service Supervisor;
- Set up serving area: steam tables, food warmers, salad bar, ice trays, food and beverages, and restock items as needed;
- Oversee ala carte functions and services;
- Maintain accurate inventory of left-over food and a la carte sales;
- Estimates and orders food and supplies weekly from the Child Nutrition Director utilizing established procedures;
- Use computerized reports to assist with food ordering estimates;
- Deliveries must be checked in upon receipt, as well as verified with original order for accuracy;
- Notify Child Nutrition Director immediately with any discrepancies between orders and items delivered;
- Make routine and emergency decisions in response to food spoilage, non-delivery of food, shortages, and other situations which may arise;
- Supervise cleaning of the kitchen, kitchen equipment, and eating utensils;
- Schedule substitute workers;
- Outline daily duties and work schedules of Food Service staff;
- Supervise proper storage of food and supplies;
- Adheres to all applicable health and sanitation requirements, maintain work and serving areas in a neat, clean, safe, and sanitary manner;
- Follow the district HACCP Plan;
- Instruct new personnel in methods and procedures of tasks assigned;
- Work with custodial and maintenance staffs in maintenance and operation of the kitchen and equipment;
- Prepare end of the month inventory of commodities, purchased food, and supplies;
- May be required to transport food using the district vehicle within the District;
- Work with Child Nutrition Director and staff to encourage student participation in Child Nutrition Program;
- Keep accurate records, including overtime and sick leave;
- Consult with principal regarding site cafeteria issues;
- Perform other related duties as required.

LICENSES

Possession of an appropriate California Driver’s license issued by the California Department of Motor Vehicles. Must maintain insurability under the District’s insurance policy.

WORKING CONDITIONS:

Environment:

Kitchen environment; subject to heat from ovens and stoves, cold from walk-in refrigerators and freezers, and noise from kitchen equipment.

Physical Abilities:

Standing and walking for extended periods of time, lifting at least 40 pounds, dexterity of hands and fingers to operate kitchen equipment, carrying, pushing or pulling food trays and carts, seeing to assure proper quantities of food, bending at the waist, and reaching overhead, above the shoulders and horizontally.

Hazards:

Exposure to very hot foods, equipment, and metal objects used in cooking and baking; exposure to sharp knives and slicers.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary: Range 9

Employment: 183 Days

Approved: June 11, 2013